

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter V Utilities
	Section 2 Internet Payments Due

Below are the steps to pay outstanding fees with the court for electronically filed documents.

STEP 1 Select **Utilities** from the main menu.

STEP 2 Click **Internet Payments Due**.

NOTE: If there are no fees due, the following message appears:

"There are currently no outstanding CM/ECF credit card charges"

STEP 3 The **Summary of current charges** screen will display. Select **Pay Now** to complete this transaction OR select **Continue Filing** to file additional documents. If selecting **Continue Filing**, you will be reminded to pay all fees after each transaction. Any additional fee transactions will be added.

♦ The example below demonstrates how fees will be paid for filing a new case. Click **Pay Now**.

***** IMPORTANT NOTICE *****		
Do NOT use the browser 'Back' button during the payment process.		

Summary of current charges:		
Date Incurred	Description	Amount
2005-02-24 09:04:26	Motion for Relief From Stay(04-11136-AJC) [motion,mrIfsty] (150.00) \$ 150.00
		Total: \$ 150.00
<div style="text-align: center;"> <input type="button" value="Pay Now"/> <input type="button" value="Continue Filing"/> </div>		

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STEP 4 The **Enter Payment Information** screen will display. Enter the text fields. Items with a red “*” are required, but the user should also complete the **City** and **State** fields. *The steps are identified on the right side of the screen.* When completed, click **Continue**.

Enter Payment Information

Cardholder Name: Pam Shuler *

Billing Address: 51 SW 1 Ave *

Billing Address 2:

City:

State/Province:

ZIP/Postal Code: 33130

Country: United States

Card Type: Visa *

Card Number: * [Reset](#)

Expiration Date: / *

Payment Amount: \$150.00

A card authorization must be received before midnight Eastern Time if payment is to occur as early as the next day. If the U.S. Treasury Department's designated depository is closed on a scheduled payment date (including weekends and some holidays), the payment will occur the next day the depository is open.

[Continue](#) [Quit](#)

Plastic Card Payment Steps

1. Select Payment Type
2. **Enter Payment Information**
3. Authorize Payment / Payment Summary
4. Payment Confirmation

STEP 5 The **Payment Summary and Authorization** screen will display. Enter a check mark in the **Authorization** box. If a **Confirmation Receipt** is requested enter a valid **email address** (recommended). Click **Make Payment**, or click **Edit** to modify any previously entered user information.

Payment Summary and Authorization

Cardholder Name: Pam Shuler

Billing Address: 51 SW 1 Ave

Billing Address 2:

City:

State/Province:

ZIP/Postal Code: 33130

Country: USA

Card Type: Visa

Card Number: *****1111

Expiration Date: 3 / 2005

Payment Amount: \$150.00

Current Date and Time: 02/17/2005 09:05 EST

Authorization*

☐ I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

Confirmation Receipt Request

To have a confirmation email sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Re-enter Email Address to Confirm:

[Make Payment](#) [Edit](#) [Cancel](#)

Press the "Make Payment" button only once. Pressing this button more than once could result in multiple transactions.

Plastic Card Payment Steps

1. Select Payment Type
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STEP 6 The **Payment Confirmation** screen will display. If desired, print a copy of the transaction receipt by clicking on the hyperlink below. When finished, click **Close Window**.

<p align="center">U.S. Bankruptcy Court Southern District of Florida</p> <p>Thank you. Your transaction in the amount of \$ 150.00 has been completed.</p> <p>Please print a copy of your transaction receipt for future reference. The transaction number is 46971.</p> <p>Detail description: Motion for Relief From Stay(04-11136-AJC) [motion,mrlfsty] (150.00)</p> <p align="right">Close window</p>

CRITICAL ISSUE - Registered users must pay all filing fees prior to 3 a.m. the day following the filing transaction. Failure to pay filing fees will result in a suspension of the registered user's CM/ECF account except to pay all outstanding filing fees. When all fees have been paid the account will automatically revert back to an active status.

WARNING: If you have been "locked" out of ECF due to failure to pay fees and your account has been reactivated, before attempting to file another document you must log out of the system and log back in to continue filing.